

Wiki - Edit a Page and Check History

NOTE: To make any changes/additions to your course you must have the Edit mode “on”. To do this just click on the word “On” or “Off”. When the mode is in Off, you have a view of what the student can see.



Barebones Instructions – To see detailed instruction with screen shots look at the table on page 2

Edit a Page

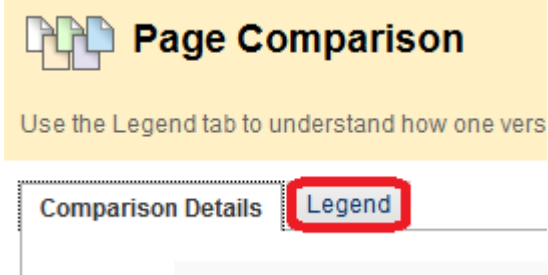
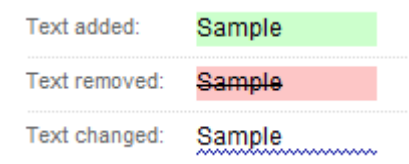

1. When you want to edit a page on the Wiki, click on Edit Wiki Content in the upper-right corner of the Wiki page.
2. You can type text in the Content text box. Use the Text Editor at the top of the text box to add images, links, multimedia, etc. You can also add attachments and choose whether or not attachments should open in a new window.
3. When you have finished editing, click Submit.
4. On the top of the next screen you will see a message in a green banner, "Success: Wiki page modified".

Check History

1. If you want to see how any page has been modified, then go to the Resources area of the Wiki (on the right side of the screen). Click on the double-down arrow beside the page that you would like to check and then click History.
2. On the next screen, check the Versions of the page that you would like to compare and then click Compare Versions.
3. On the Page Comparison screen you can click the Legend tab for information on how to detect changes.
4. The Legend will show what to look for if text was added, removed, etc.
5. In the Comparison Details section you can see who the author of the data was and when they worked on the page. NOTE: Instructors can remove a version if the content is flawed or offensive. Students cannot take this action.
6. When you are done, click OK on the lower-right of the screen.

Directions with Screenshots

<p>Step One</p> <p>When you want to edit a page on the Wiki, click on Edit Wiki Content in the upper-right corner of the Wiki page.</p>	
<p>Step Two</p> <p>You can type text in the Content text box. Use the Text Editor at the top of the text box to add images, links, multimedia, etc. You can also add attachments and choose whether or not attachments should open in a new window.</p>	
<p>Step Three</p> <p>When you have finished editing, click Submit.</p>	
<p>Step Four</p> <p>On the top of the next screen you will see a message in a green banner, "Success: Wiki page modified".</p>	
<p>History</p>	
<p>Step One</p> <p>If you want to see how any page has been modified, then go to the Resources area of the Wiki (on the right side of the screen). Click on the double-down arrow beside the page that you would like to check and then click History.</p>	
<p>Step Two</p> <p>On the next screen, check the Versions of the page that you would like to compare and then click Compare Versions.</p>	

<p>Step Three</p> <p>On the Page Comparison screen you can click the Legend tab for information on how to detect changes.</p>	
<p>Step Four</p> <p>The Legend will show what to look for if text was added, removed, etc.</p>	
<p>Step Five</p> <p>In the Comparison Details section you can see who the author of the data was and when they worked on the page. NOTE: Instructors can remove a version if the content is flawed or offensive. Students cannot take this action.</p>	
<p>Step Six</p> <p>When you are done, click OK on the lower-right of the screen.</p>	